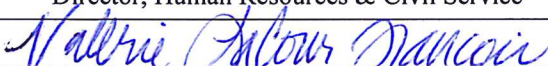




City of Round Rock Hiring Procedure

Change Control

Authors		Human Resources Department		
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I. SCOPE

This procedure outlines the process for any hiring action as outlined in the Human Resources Personnel Policy unless governed by other applicable law (i.e. TLGC 143).

II. PROCEDURE

A. Submitting a Requisition:

- The Hiring Manager will submit the requisition through the online hiring system.
 - i. Make sure to enter the Position Type. If the position is an existing position, click Add Another Vacancy and enter the position number, employee name and vacancy date.
 - ii. Approvals will consist of the following
 1. Hiring Manager
 2. Other Managers
 3. Department Director
- HR Representative (Final Approver)
- The HR Representative will work with the Hiring Manager to post the job either internally (7 days)/externally (14 days).

- The HR Representative will obtain supplemental questions from the Hiring Manager.
- HR Representative creates posting.

B. Online Job Posting:

All vacant positions will be posted on the City of Round Rock website. The City Manager may appoint or use an external recruiting firm for certain positions.

- All external positions will be posted for a minimum of 2 weeks (14 days) or “continuous”.
- Positions posted “Internal only” will be posted for 1 week (7 days).
- Once position closes, the HR Representative will refer candidates that meet the minimum qualifications to the hiring department.
- Positions open “Continuously” will be referred after 2 weeks and then on a weekly basis.
- Regular temporary positions will follow the Temporary Employee Procedure.

C. Exemptions to Job Posting requirements:

- When a position has been posted and a subsequent vacancy for a similar position occurs in the same division within 30 calendar days after the original position has been filled; the subsequent vacancy may be filled from the same applicant pool without posting. This provision may be applied only when the previously posted classification(s), qualifications and primary job functions are similar to those required for the subsequent vacancy.
- When a position has been filled and the employee vacates the position within 30 calendar days of the initial date of hire, the Hiring Manager may elect to fill the vacant position from the original applicant pool without posting the position.

D. Application Screening, Interviews and Reference Checks:

- The HR Representative will screen all applications based on the Minimum Qualifications and will refer qualified applications no later than 5 business days after the position closes.

- Hiring Managers have the option to have HR screen the applications that meet minimum qualifications for a list of top candidates. HR Representative and Hiring Manager will discuss desired qualifications and screening criteria.
- Applicants that do not meet the minimum qualifications for the job will not be forwarded to the Hiring Manager.
- The Hiring Manager will screen the applications and select applicants for interviews.
 - i. Prior to the interview, the Hiring Manager will consult with the HR Representative about interview questions, assessments, tips and interview panel composition.
 - 1. A minimum of 3 applicants must be interviewed. If less than 3 applicants meet the minimum qualifications, the position may be re-advertised. Exceptions to interviewing less than three applicants can be discussed with an HR representative and will be approved based on business needs.
 - ii. Interview Panels, that are diverse and representative of the City's workforce, are to be used whenever possible.
 - 1. Interview panels for Exempt level positions should consist of at least three people. Interview panels may include the Hiring Manager or designee and an employee from another division/department. Also, a designee from HR may be available if requested. If more than three panel members are needed, approval must be received from the HR Representative prior to the interviews.
 - 2. Non-Exempt positions do not require a panel interview. Interviews should still be conducted with the Hiring Manager and another employee.
 - iii. The HR Representative may serve as a facilitator for exempt and non-exempt level interviews.
- The Hiring Manager is responsible for contacting references and keeping a contact log with notes.

E. Selecting a Top Candidate and Submitting a Top Candidate Form:

- The Hiring Manager has up to 3 months from the date the position closes to select a candidate and fill the position, or the position must be re-advertised.
- Once the interviews are complete, the Hiring Manager will decide on the most qualified applicant and submit a “Top Candidate Form” to HR.
 - i. “Top Candidate Form” is then emailed to Human Resources Representative and roundrockrecruiting@roundrocktexas.gov to notify HR that the applicant was selected.
- The HR Representative will send a notification email within 5 business days to the Hiring Manager once the “Top Candidate Form” has been approved. No job offer can be made prior to receiving this approval.
- The HR Representative will also inform the Hiring Manager with the dates for New Employee Orientation (NEO).
- Once the Hiring Manager is notified that the Top Candidate has been approved, the Hiring Manager will call the applicant and make the conditional job offer and follow up with a conditional offer letter via email.
- The Hiring Manager will need to inform the top candidate to report to HR within 5 business days in order to complete the hiring process. If an applicant cannot report to HR within 5 business days, he/she will be withdrawn from the hiring process.
- HR will need to receive the “Top Candidate Form” at least 2 weeks prior to the start date. This will allow enough time to process the “Top Candidate Form” and also provide the necessary Drug screen and Background check for each applicant. **PD & FD ONLY – will conduct the appropriate background check on applicants for their departments.**
- Applicants that have not completed the process prior to their scheduled NEO will be scheduled for the following NEO.

F. Conditional job offer:

- Candidate should bring the conditional offer letter to HR to complete the following:
 1. Background check, and
 2. Drug screen.
- Candidate will receive the following:
 1. A list of acceptable documents to complete the I-9, and
 2. A sample direct deposit form.
- Once the background check and drug screen results are received, HR will inform the Hiring Manager of the outcome.
- The Hiring Manager will need to hire the candidate in the online hiring system with appropriate approvals (creating the electronic PA) and submit the electronic PA for the selected candidate.
- The Hiring Manager will provide IT with the necessary information for computer, email and phone set up 2 weeks prior to the new employee's start date.

G. Hiring Process Close Out:

- The Hiring Manager will then send all interview questions, assessments and interview notes of candidates interviewed to HR for records retention.
- The Hiring Manager will also send over all reference check logs and notes for references checked (usually the top two candidates) to HR for records retention.
- The Hiring Manager will send letters of regret to applicants interviewed but not selected.

H. New Employee Orientation (NEO):

- During an employee's first week, they will attend NEO Day I and II. NEO will be scheduled for the Monday and Tuesday of the first week of the pay period unless a Holiday occurs on Monday. These weeks NEO will occur on Tuesday and Wednesday.
- All Full-time and Part-time employees will be required to attend NEO.